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Document: Powered Aerial Work Platform Policy

I. Purpose and Extent

This policy establishes the minimum practice for protecting human health and safety during construction, maintenance, and operation activities involving a powered aerial work platform at –Escanaba Mill Operations. There is the potential that certain work may not be addressed in this policy, in which case it must first be reviewed by the Safety Department, the team member performing the work and the area supervisor before work can be started.

The scope of this program applies to all –Escanaba Mill Operation’s team members, contractors or other individuals, who are exposed to powered aerial work platforms through their job function.

II. Definitions:

Anchorage Point: A secure point of attachment for lifelines, lanyards or deceleration devices that have the ability to support 5,000 pounds.

Operator: A permitted team member trained and engaged in the operation of a powered aerial work platform or device

Platform: The portion of an aerial work platform, such as a bucket, basket, stand, cage, or the equivalent, that is designed to be occupied by personnel.

Powered Aerial Work Platform: Any portable aerial device, extensible, articulating, or both, which is primarily designed and used to position and carry personnel in an elevated position. This definition also includes scissor lifts. The device may also be used to handle material, if designed and equipped for that purpose.

Qualified Person: A person who possesses a recognized degree, certificate, professional standing, or skill and who, by knowledge, training, and experience, has demonstrated the ability to deal with problems relating to the subject matter, the work, or the project.

Rated Load Capacity: The maximum loads, specified by the manufacturer, which the aerial device can lift through the specified range of boom elevation and extension with specified options installed and in consideration of stability requirements.

III. Training Requirements:

General
Document publisher
Safety Specialist

Responsible organization
Safety Department
(1)



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The Training Department will coordinate training for team members who will operate the aerial work platform with instruction and training regarding the equipment before a permit is issued or reissued. Such instruction and training is outlined in the Aerial Lift Training Manual and will be performed by a Qualified Person.

- A. Each operating area is responsible for providing detailed job-specific aerial platform training. The following training will be conducted:
 1. Equipment Specific Training (initial and every 3 years)
 2. Observation/Permitting (initial and every 3 years)

These are the minimum requirements for training and certification. Current permits and documentation will be maintained by the Training Department.

IV. Responsibilities of the Operators:

All team members operating an aerial work platform must comply with the requirements set forth by – Escanaba Mill Operations. The operator shall survey the worksite for any hazards.

Examples of these hazards are:

- A. Untamped earth fills
- B. Ditches
- C. Drop offs and floor obstructions
- D. Debris
- E. Overhead obstruction and electrical conductors
- F. Weather conditions
- G. Presence of unauthorized persons
- H. Other equipment or obstacles, such as cranes operating nearby
- I. Crossing the main chain roll conveyor

The operator must check the following before and during the use of an aerial work platform:

- A. Before and during driving while elevated, an operator of a platform shall look in the direction of, and keep a clear view of, the path of travel and make sure that the path is firm and level.
- B. The platform and/or lifting devices are used in accordance with the manufacturer's rated load capacity.
- C. The guardrails and other standard barriers are properly installed and are completely engaged.
- D. Outrigger pads are used when necessary to ensure a firm base.
- E. An operator must ensure that the unit is on stable ground that is free from any hazards that could cause sudden movement while performing work on the platform.
- F. The operator shall wear appropriate fall protection during the operation (full body harness and lanyard connected to the platform using an anchorage point) in accordance with manufacturer's instructions
- G. Both aerial lifts and scissor lifts always require the use of fall protection. A fall arrest system or fall restraint system must be utilized in accordance with manufacturer's instructions.
- H. Never leave the platform while it is elevated unless the team member(s) is equipped with appropriate fall protection devices.

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- I. The operator shall not use railings or toe-boards, planks, ladders, or other devices in or on the work platform for achieving additional height or reach.
- J. Never perform any work on the platform unless safety chains and gate are in place and functioning properly.
- K. The operator will ensure that the vehicle's parking brake(s) (e.g., truck mounted equipment) is always set when they elevate the boom.
- L. The operator will continually observe the unit during operations to identify any defects or potential defects.

V. Inspections:

Escanaba Mill team members must inspect all aerial work platforms before each use. The aerial work platform checklist (see Appendix A) must be completed in its entirety. The aerial work platform checklist must be forwarded to their supervisor. If any defect or malfunctions are identified (such as bent or cracked railings, defective tires, etc.), the unit must be red-tagged and taken out of service, until appropriate repairs have been made.

VI. Maintenance:

Escanaba Mill, along with our equipment vendor will determine all required maintenance procedures and the frequency of maintenance, based upon the manufacturer's recommendations and guidelines.

Escanaba Mill personnel will not make any modifications or additions that could, in any way, affect the stability, mechanical, hydraulic, or electrical integrity of the safe operation of the powered aerial work platform.

VII. Revisions and Changes:

The Safety Department will review this program as necessary. All affected team members will be trained, and/or informed of the revisions on an as needed basis.



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Appendix A

LIFT # _____	
INSPECTED BY (OPERATOR): _____	
DATE: _____ BY JOB: _____	
AFTER JOB COMPLETION, RETURN CHECKLIST TO YOUR SUPERVISOR DO NOT OPERATE ANY LIFT THAT HAS A DEFECT THAT WILL AFFECT SAFE OPERATION - RED TAG IMMEDIATELY REPORT ANY DEFECTS TO YOUR SUPERVISOR	Visual Check: Checkmark all applicable items
PHYSICAL DAMAGE AND DEFECTS	
Cracked welds	
Bent or broken structural members	
Fuel leaks	
Hydraulic systems, visual for leaks	
Damaged controls and cables	
Loose wiring	
Tire condition	
Fuel, hydraulics and other fluid levels	
Fall protection anchor point	
Covers for shafts, gears and other moving parts	
OPERATING CONTROLS	
Return to off or neutral when released	
Protected against inadvertent operation	
Be clearly marked as to function	
Proper function of overriding or lower controls	
LABELS , MARKINGS, MANUALS	
Operators manual and safety rules	
Weight capacity platform can lift _____ lbs.	
Electrical insulation	
Danger signs and labels	
Warning signs and labels	
Boom angle load chart	
SITE/WORKPLACE SURVEY	
Ditches, drop offs, holes	
Bumps or debris	
Ground and overhead obstructions	
Electrical power lines	
Weather conditions	
EXPLAIN ANY DEFECTS OR MALFUNCTIONS	

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Verso – Escanaba Michigan Operations			
Subject: Powered Aerial Work Platform Policy		Number: PC-15	
Effective Date: September 2000		Pages: 6	
Revision Date: November 2022		Approved By: Safety Department	
Revision History			
REVISION	PAGE(S) AFFECTED	DATE	DESCRIPTION OF CHANGE
01	Page 3 - Responsibilities of the Operators – Item F	06/07	1. Verbiage change – Platform and top rail information has been defined/clarified.
02	Page 2 – Training Requirements – Item F	03/10	2. Verbiage removed – Item F CBT Training
02	Page 3 - Responsibilities of the Operators – Item F	03/10	3. Verbiage added – Platform and fall protection information has been defined/clarified.
02	Page 3 – Inspections	03/10	4. Verbiage removed – RSC Equipment Rental
03	Page 2 – Training Requirements	11/10	5. Verbiage change – Training procedures defined/clarified for Area Trainers, Safety Dept and employees
03	Page 3 – Responsibilities of the Operators	11/10	6. Verbiage added – A - Before and during driving while elevated
03	Page 3 – Inspections	11/10	7. Verbiage added - Aerial work platform checklist
03	Page 4 – Appendix A	11/10	8. Added - Aerial Work Platform Checklist
03	Page 1 – Revision Date	11/10	9. Policy will go into effect on 03/01/2011
04	Page 2 – Training Requirements	3/14	Verbiage changed to match requirements for all permit/licensing MIOSHA required standards.
05	Page 1-7	11/22	Verbiage changed to updated and accurate format.

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To obtain permit:

Initial Permit

1. Study/Know “Powered Aerial Work Platform Policy”
2. Classroom Training
3. Written Test
4. Proficiency Review/Observed

Renew Permit (Every 3 years)

1. Review “Powered Aerial Work Platform Policy”
2. Computer Based Training
3. Written Test
4. Proficiency Review/Observed

Observer’s Name(Print) & Signature: _____

Operator’s Name(Print) & Signature: _____

Rev. 11/1/2021

